Multifamily Tenant Characteristics System (MTCS)

**List of New Admissions Report Guide
September 1999**

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1.   Summary

The *List of New Admissions Report* provides a list of all new admissions with an effective date of action within the last twelve months. The New Admissions Report lists the name of the head of household, Social Security Number, date of admission, unit size, and head of household's race and ethnicity.

The *List of New Admissions Report* displays data on Public Housing, Indian Rental, Indian Mutual Help, Indian Housing, Section 8 Certificates, Section 8 Vouchers, Section 8 Moderate Rehabilitation.

This guide helps users:

- Access the *List of New Admissions Report*
- Understand MTCS report data fields
- Interpret and use the data contained in the report

* This guide is for the *List of New Admissions Report* and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2.   Access the List of New Admissions Report

From the *MTCS Main Menu,*

- Use your mouse to click on the words 'MTCS Reports'
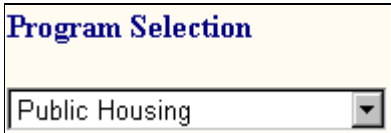

The *MTCS Selection Menu* appears on your screen.

2.1.   Program Selection

From the *Selection Menu,* you must select a single program type to view this report.

Single program types include:

1. Public Housing
2. Indian Mutual Help
3. Indian Rental
4. Section 8 Certificates
5. Section 8 Vouchers
6. Section 8 Moderate Rehabilitation

- Use your mouse to select a program from the drop-down box

2.2.   Level of Information

Once you have selected a program, you must select a level of information.

To view the *List of New Admissions Report*, you must select either:

1. Housing Agency
2. Project (Public & Indian Housing only)

- Use your mouse to select a level of information

⊙ Housing Agency

* For detailed information on how to select a 'level of information,' look on the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3.   Access List of New Admissions Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *List of New Admissions Report*

List of New Admissions

3. Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The *List of New Admissions Report* has eighteen data fields.

Data Field	Data Field Definition
Head of Household Name	Head of Household's (HOH's) name from the Form HUD-50058
Head of Household SSN	HOH's Social Security Number from the Form HUD-50058
HA Code	HA state and HA number from the Form HUD-50058
Project Code *Public and Indian Housing only*	Project state and project number from the Form HUD-50058
Subsidy Status	Subsidy status from the Form HUD-50058
Site Number *Public and Indian Housing only*	Site number, if applicable, from the Form HUD-50058
Application Date	Date the family entered the wait list
Admission Date	Date the PHA admitted the family to the program
Homeless at Admission?	Identifies whether the family is homeless at admission Note: • Y = yes • N = no
Above Low Income?	Identifies whether the family qualifies for admission above the low income limit Note: • Y = yes • N = no
Elderly Head of Household?	Identifies whether the HOH, spouse or co-head is elderly Note: • Y = yes
Disabled Head of Household?	Identifies whether the HOH, spouse, or co-head is disabled Note: • Y = yes
Number of Bedrooms	Number of bedrooms in the unit where the family resides
Over/Under-housed	Identifies whether the family is over-housed or under-housed Note: • O = over-housed • U = under-housed
White	Number of family members within the White race category
AI/AN	Number of family members within the Black race category
Black	Number of family members within the American Indian or Alaska Native race category

Data Field	Data Field Definition
Head of Household Name	Head of Household's (HOH's) name from the Form HUD-50058
A/PI	Number of family members within the Asian or Pacific Islander race category
Hispanic	Number of family members within the Hispanic ethnicity category
Non-Hispanic	Number of family members within the Non-Hispanic ethnicity category
Eligible Citizen	Number of family members within the Eligible Citizenship category
Ineligible Non-Citizen	Number of family members within the Ineligible Non-Citizenship category
Eligible Non-Citizen	Number of family members within the Eligible Non-Citizenship category
Pending Verification	Number of family members within the Pending Verification category
Information Not Required	Number of family members within the Information Not Required Citizenship Category

4.   Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1.   Key Data Fields

- **Application Date and Admission Date** fields indicate how long a family had to wait to participate in an assisted housing program. This information helps an MTCS user review the order a PHA accepts families from the waiting list.

MTCS users can also refer to the New Admissions Report for aggregate income and demographic data on households admitted to a PHA within the past 12 months.

4.2.   PHA Uses for the Report

- **Comply with fair housing and equal opportunity requirements**

PHA's can review data in this report to ensure they comply with HUD's fair housing and equal opportunity requirements. As PHAs implement site-based waiting lists, authorized under the Public Housing Reform Law, the List of New Admissions Report can provide them with data that support fair and equitable implementation of this new policy. PHAs can collect this information on a project-by-project basis to document compliance with site-based waiting list requirements. The PHA can also use this data to support their PHA Plans.

4.3.   HUD Uses for the Report

- **Monitor PHA performance**

One Field Office uses the List of New Admissions Report to assess the quality of the PHA's record-keeping system. Before Field Office staff conduct a site visit, they print a copy of the List of New Admissions Report and select a sample of new admissions. On-site, the Field Office staff uses this sample to conduct a targeted file review.

- **Monitor fair housing and equal opportunity requirements**

Field Office and TARC staff can use the List of New Admissions Report to review how a PHA selects families from its waiting list. Many factors affect the order of admittance, including how quickly families and third party sources return requests for information. For this reason, it is common to see variations between the order in which applicants apply and when the PHA assists families. However, Field Offices and TARCs can use the data contained in this report to determine if a PHA appears to follow fair housing and equal opportunity requirements or if further investigation of their waiting lists practices is necessary.